

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 1 October 1983

PERSONNEL

25 February 1983

STAT

## CHANGES IN EVALUATION REQUIREMENTS

Reference: 

1. Effective immediately, the responsibility for evaluating secretarial and clerical employees in grades GS-06 and below may rest primarily with supervisors and managers rather than with career boards and panels.

2. Current Agency policy requires that Heads of Career Services evaluate all employees below SIS-4 for promotion and value to the Agency at least annually. This process is accomplished through reviews conducted by boards or panels appointed to evaluate within groups careerists of similar grade and occupational category.

3. In late 1981, the Office of Personnel reviewed the functioning of the evaluation system and assessed its utility and effectiveness within the Career Services. As a result of that review, the Personnel Management Advisory Board (PMAB), in January 1982, recommended further study of the mandatory requirement for formal board and panel evaluations for secretarial and clerical employees in grades GS-06 and below. Following a review of the background material concerning the rationale for inclusion of secretarial and clerical employees in the formal system, consideration of suggestions from representatives of the Career Services, and comments from the DCI Secretarial/Clerical Management Advisory Group, the Director of Personnel recommended a policy change to the Executive Director which was approved in December 1982.

4. The revised policy allows Heads of Career Services and Sub-Groups to delegate to supervisors and managers the responsibility for evaluations and for making recommendations for promotion, training, reassignments, and other career-related actions for affected employees within their components. Career Services and Sub-Groups may continue to use the formal board and panel system for secretarial and clerical employees if it suits their needs. Agency regulations will be revised accordingly.

Harry E. Fitzwater  
Deputy Director  
for  
Administration

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